Below are answers to questions you may have concerning library reserves. If you have further questions, need request forms, or have another concern, please call the library, 215.968.8013.

What is the purpose of the Reserve Collection?

The purpose of the Reserve Collection is to give professors a vehicle through which to disseminate information to students. This allows many students to view a limited number of resources conveniently within a short period of time. Reserve materials can either be hard copy items which students may retrieve from the library, or electronic files which students may access through the library’s website. Supplemental texts, readings, class notes, solutions manuals, exams, videos, and sample works are all examples of the kinds of things professors may place on reserve.

What can be placed on Reserve?

Books and Audiovisual Materials:

Books, audiocassettes, compact disks, and videos from both the library collection and the professor’s personal collection may be placed on reserve. Additionally, other materials owned by the professor may be placed on reserve such as class lecture notes, sample exams, and solutions to assignments.

Electronic:

ERes, our electronic library reserve system, is set up to make available to students class notes, exams, journal articles, book chapters, image files, sound files, and any other electronic file. Items formally housed in the library as photocopies of materials are now scanned electronically into the system—which allows the student to access materials from anywhere at any time.

Electronically scanned material is handled in compliance with the “Fair Use” provisions of the Copyright Law (Section 107, Title 17 U.S. Code). Although the law does not specifically address the use of copied material in library reserve collections, current interpretation suggests that reserve collections adhere to the same principles which apply to copying for classroom distribution.

What are the Copyright Issues?

Electronically scanned copies of journal articles or a chapter from a book may be placed on reserve for one semester only without permission from the publisher. Permission must be obtained from the publisher (including the payment of specified royalties) in order to place copies of any item on reserve for each additional semester. No material will be placed on reserve that is in violation of copyright law.
How do I obtain permission from the publisher?
The library will request permission from the publisher, paying any applicable fees. However, if the fee is excessive, the library will contact the professor to see if another article can be substituted. This process requires time and will take longer than the normal ten business days for processing.

It is advisable to inform the library as soon as possible if photocopies will be used in subsequent semesters due to the time involved in seeking permission.

How do I place something on Reserve?

The library has a form you may use to place items on reserve. Forms are available in the library or through our website <http://www.bucks.edu/library/>. Simply complete the form and submit it to the library with the corresponding material. It is advisable that you contact the librarian on duty for advice in selecting materials to place on reserve, doing so either in person, on the phone at 215-968-8013, or via email at <infobc3@bucks.edu>.

Once your request has been accepted, please allow ten business days for processing if no permission is required for copyright clearance.

How long will my material be on reserve?

Material is placed on reserve on a semester-by-semester basis. All material is removed from reserve at the end of the semester, unless an earlier date is specified. A new request must be made for each semester the material is to be on reserve.

Can I place hard copy materials on reserve at any BCCC Library?

Yes. Reserve materials may be placed on reserve at any of the three libraries. Within the individual library, materials are housed at the circulation desk.

How will my students retrieve hard copy materials?

- Students MUST have a Student ID card to borrow materials held on reserve.
- Reserve material is disseminated through the library circulation desk.
- Students should request material by COURSE NUMBER and MATERIAL TITLE.
- To avoid confusion, the title information provided on the request form should be consistent with title information you provide to your students.

How will my students retrieve electronic materials?

- Students will go to the library website <http://www.bucks.edu/library/>.
- From there they can access electronic reserve material by course or instructor. They can view the material online or print it.